



U. S. SMALL BUSINESS ADMINISTRATION
BALTIMORE DISTRICT OFFICE
City Crescent Bldg., 6th Floor
10 S. Howard Street
Baltimore, MD 21201

Maryland Small Business Week Awards 2005 Nomination Guidelines

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations for Small Business Person of the Year, Champion Awards and special Small Business Week awards. For questions or additional information, contact Rachel Howard by phone at (410) 962-6195, Ext. 319 or by email at rachel.howard@sba.gov.

Awards and Selection

Small Business Persons of the Year, Champion Awards and special award winners will be selected at the state level. Nomination packages for each state Small Business Person award winner will be sent to regional SBA offices and prepared for transmittal to the SBA Office of Advisory Councils for review. The National Small Business Person of the Year will be selected by the SBA Administrator, based on the recommendation of the SBA's Small Business Week panel of judges.

The awards to be presented:

Accountant Champion of the Year*
Family Owned Small Business of the Year
Financial Services Champion of the Year
Home-based Business Champion of the Year
Minority Small Business Champion of the Year
Small Business Exporter of the Year
Small Business Journalist of the Year
Small Business Owner with a Disability*
Small Business Person of the Year
Veteran Small Business Champion of the Year
Women in Business Champion of the Year
Young Entrepreneur of the Year

**Awarded only at the local level*

Eligibility and Evaluation Criteria

All nominees for Small Business Week awards must be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The SBA size standards apply in defining a small business as small.

Nominations

Nomination packages should be submitted *in duplicate, typed, on 8 ½" x 11" paper, and secured in a 3-ring binder.* The nomination package should be postmarked or hand delivered, not later than **Friday, November 19, 2004** to: U.S. Small Business Administration, Baltimore District Office, ATTN: Awards Nomination Committee, 10 South Howard Street, Ste. 6220, Baltimore, MD 21201. **For questions, contact Rachel Howard by phone at (410) 962-6195, Ext. 319 or by email at rachel.howard@sba.gov.**

In order to be considered for competition, the nomination package must contain each of the items listed below. Incomplete packages will not be considered.

Nomination Packages must include, in this order:

1. A single cover page listing:
 - the nominee's full name, title, business and home addresses with telephone and fax numbers and email address (if applicable);
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address, telephone number, fax and email address (if applicable);
 - a one paragraph description of the nominee's business for Small Business Person, Exporter, Young Entrepreneur, Home –Based Business, Family Owned Business and Small Business Owner with a Disability; or of the profession/occupation for all Champion awards
2. A completed SBA Form 898 (biographical data form) (If it is a team or co-owner nomination, you must submit a Form 898 for each person).
3. An original photo of the nominee, either 8" x 10" or 5" x 7" (photocopies are not acceptable).
4. A nomination letter, not exceeding two pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. A concise statement of the qualities and performance that merit the award, not to exceed two pages.
8. A financial statement of the nominee—including balance sheets, profit-and-loss statements and financial reports--not exceeding 12 pages, on 8 ½" x 11". (Required only for Small Business Person of the Year, Exporter of the Year, Family Owned Business, Small Business Owner with a Disability, Home-Based Business and Young Entrepreneur of the Year)
9. Any other supporting documentation, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.** Videos will not be considered.
10. A completed SBA Form 2137: Consent for Disclosure of Information.

Small Business Person of the Year

Any individual who owns and operates or bear principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team”, so long as the number of individuals in the team nomination does not exceed four.

Evaluation Criteria:

1. Staying power—a substantiated history as an established business; including:
 - Number of years in business;
 - Sustained expansion, addition of territories, growth in square footage occupied;
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years
2. Growth in the number of employees—a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years
 - Increase over the three years must be in excess of growth in Gross National Product
3. Increase in sales and/or unit volume—an indication of continued growth over the last three years
 - Consistent growth in net income as evidenced by the fiscal year on annual profit-and-loss statements for a minimum of three years
4. Current and past financial reports a substantiation of the improved financial position of the business
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners’ return
5. Innovativeness of product or service offered—an illustration of the creativity and imagination of the nominee.
 - Specific description of the uniqueness of product or service
 - Explanation of how product or service fits a niche not being adequately addressed by the competition
6. Response to adversity—examples of problems faced in the nominee’s business and the methods used to solve them, including:
 - Specific description of the financial, physical, legal or other crisis
 - Substantiation of the threat to the continuity of the business
 - Defined actions taken by the nominee to resolve the crisis
7. Contributions to aid community-oriented projects – evidence of the use of his/her personal time and resources, including:
 - Specific listing of contributions of money, time, or resources to charitable causes
 - Membership in councils, boards and clubs providing support and services to the community

Minority Small Business Champion of the Year

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

- Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
- Demonstrated efforts to improve conditions in the minority small business community, as a whole, not solely for individual personal advancement.
- Voluntary provision of professional services to the minority small business community in legal, legislative, managerial or financial capacity.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee’s merit as an effective advocate for minority small business interests.

Women in Business Champion of the Year

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Volunteer efforts to strengthen the role of women business owners within the community.
- Advocacy of the women-owned business community, as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

Veteran Small Business Champion of the Year

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans themselves.

Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of the nominee's actions.
- Advisory activities to improve awareness among veterans' groups of small business opportunities.
- Advocacy of special consideration for veterans in government small business policymaking.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Financial Services Champion of the Year

Individuals who assist small businesses through advocacy efforts to increase usefulness and availability of financial services may be nominated. Nominations may or may not be small business owners.

Evaluation Criteria:

- Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
- Advocacy of changes in the financial services industry to assist small companies.
- Encouragement of the flow of investment capital to small ventures.
- Active support for legislative or regulatory action designed to help small firms.
- Other significant contributions through the financial services industry to advance small business interests.

Accountant Champion of the Year*

Individuals who have contributed as accountants to a better economic and financial climate for small firms may be nominated. Nominees may or may not be small business owners. This award is only given at the local level.

Evaluation Criteria:

- Volunteering time and energy outside of business duties to assist small firms.
- Advocacy of a reduction of financial and regulatory requirements for small business.
- Support for initiatives to promote legislation strengthening the financial health of small businesses.
- Participation in other activities that exemplify the nominee's efforts to improve the economic climate for small businesses.

**This award is given by the MD Small Business Week Awards Program, Inc. and is not part of the National SBA Small Business Week Awards Program.*

Small Business Exporter of the Year

Any individual who owns and operates a small business engaged in exporting may be nominated.

Evaluation Criteria:

- Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit and loss statements and balance sheets for the past three years.)
- Creative overseas marketing strategies, with a description of the products exported and markets served.
- Effective solutions to export-related problems.
- Demonstrated encouragement of other small businesses to export.
- Volunteer assistance to other small businesses entering the export market.
- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Young Entrepreneur of the Year

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three year track record, and **who will not have reached the age of 30 by June 1, 2005**, may be nominated.

Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit and loss statements and balance sheets for the past three years.)
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative and creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Family Owned Small Business of the Year

This award honors a family owned and operated business which has been passed on from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities for family members and non-family members for the nominee's business.
- Demonstrated potential necessary for long-term business success and economic growth.
- Voluntary efforts to strengthen family-owned businesses within the community.

Home-based Business Champion of the Year

Individuals who have experienced the rewards and difficulties of home-based businesses and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

- Volunteering time and energy to improve the conditions for home-based businesses.
- Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- Demonstrated interest in home-based business as an owner or former owner.
- Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

Small Business Owner with a Disability*

Any individual with severe physical, developmental, and/or mental disabilities who owns and operates their own business (*with appropriate accommodations as needed*) may be nominated for this award. This award is designed to give recognition to a start-up or ongoing small or micro-business, owned and operated by an individual with a disability; to provide an opportunity to inform the public about the success of making self-employment an achievable option for those with disabilities; and to create a resource bank of information on significant and innovative micro and small businesses owned by Maryland individuals with disabilities. This award is only given at the local level.

Evaluation Criteria:

- Improved quality of life made possible by business ownership.
- Success in meeting the dual issues presented by starting a business and having a disability, and the strategies used to manage each.
- Possession of the highest levels of self-motivation and tenacity required of a successful entrepreneur.
- Demonstrated ability to identify, establish, and attain business goals (*with appropriate accommodations as needed*).

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Small Business Journalist of the Year

Journalists representing television, radio, electronic or print media may be nominated. Sample articles or tapes are encouraged.

Evaluation Criteria:

- Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
- Voluntary community service aimed at enhancing small business opportunity and growth.
- Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.

SMALL BUSINESS WEEK
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the U.S. Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the Year, Champion Awards, or Special Award winners (Phoenix Award) to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year and Champion and Special Award winners is made.

Signature: _____ Date: _____

SBA Form 2137 (12-99)

**U.S. SMALL BUSINESS ADMINISTRATION
CANDIDATE FOR
SMALL BUSINESS PERSON OF THE YEAR**

Social Security No. _____

Name: _____
(First) (Middle Initial) (Last)

Position Name and Address of Business or Employer: _____

Type of Business: _____ Phone: _____

Indicate previous or present financial (including development company), surety bonds or contractual assistance with SBA, three approximate dates and type of assistance.

Home Address: _____
(Please include post office and zip)

Service on Federal Boards, Councils or Commissions
(Indicate previous or present): _____

If employed by a state government, is it an elective position?

Yes _____ No _____ NA _____

Are you on a federal payroll? Yes _____ No _____

Place of birth: _____ Birthdate: _____

Congressional District: _____

(Signature) Date: _____

**Please Note: The estimated burden hours for the completion of SBA Form 898 are 8 minutes per response. If you have any questions or comments concerning this estimate or any other aspect of this information collection, please contact Chief Administrative Information Branch, U.S. Small Business Administration, Washington, D.C. 20416 and Gary Waxman, Clearance Officer, Paperwork Reduction Project (3245-0125), Office of Management and Budget, Washington, D.C. 20503.
SBA Form 898 (1-93) Ref: SOP 90 54 3 Previous editions are obsolete**